

AUTO PAY SETUP

HOW TO SET UP AUTO PAY FOR UTILITIES ON THE WEB PORTAL

Set Up, Change, or Cancel Auto Pay

Log into the Hunt Resident Portal, and once you have reached the home screen, select:

Payments > Auto-pay Setup

Once you have arrived to the Auto-pay Setup page, follow these easy steps:

01

Select Payment Account

Under the Variable Monthly Charges section, select the account you want to use for the payment. Select your Start Date, End Date (optional), Pay On (1st-5th), and Payment Percent.

*In most cases, you'll select 100%.

Variable Monthly Charges	Auto-Pay Account	Start Date	End Date	Pay On	Payment Percent
Gas-Tenant Income	Test Cbk *****123	3/29/2023		1st of every month	100%
Electric-Tenant Income	Test Cbk *****123	3/29/2023		1st of every month	100%

Complete this step for the options you want to setup auto pay for. Example: Electric & Gas.

02

Review Summary and read through Terms & Conditions

A confirmation window will appear where you can review the summary. Once you have carefully read through the summary and Terms and Conditions, select the 'I have read and accepted the Terms and Conditions' button and submit.

Description	Auto-Pay Account	Start Date	End Date	Pay On	Payment Percent
Gas-Tenant Income	Test Cbk *****123	3/29/2023		1st of every month	100%
Electric-Tenant Income	Test Cbk *****123	3/29/2023		1st of every month	100%

Please carefully read through the summary and the Terms and Conditions before submitting.

03

Confirmation

A confirmation email will be sent to your email address.

MONTHLY AUTO-PAY SETUP FOR VARIABLE CHARGES CONFIRMED

Thank you for setting up your automatic monthly payment!

Your first payment will be on 3/29/2023. Please note that any outstanding balances prior to this date must be paid using the one-time payment option.

You can access your payment details anytime from Payment Menu.

A confirmation email has been sent.



Helpful Information:

1. Residents must have a Payment Account set up before setting up Auto Pay.
2. Auto Pay can be set up at any time. Payment date options are the 1st - 5th of each month.
3. Auto Pay for utilities will make payments to utility charges without manual intervention as long as:
 - a. Utility charges are present on the ledger.
 - b. The auto-pay setup was not given an end date.
 - c. The payment type used is an active account (Example: Open bank account, debit card not expired, etc.).
4. Active Duty will be able to set up Auto Pay only for their utility charges as their rent is covered by their BAH.